



# Special Services Officer II — Part Time

## Investigations Bureau

### City of Long Beach Police Department

#### THE POSITION

There is currently one opening for a non-career, part time Special Services Officer II position within the Investigations Bureau of the Long Beach Police Department. This position will report to the Sex Crimes Detail Sergeant, who supervises the Police Department's Registration Desk. The Registration Desk is responsible for registration of all sex, arson, gang, and narcotics registrants that reside within the City of Long Beach. The Registration Desk registers an average of 350 registrants per month for an annual average of 4,200 registrants.

#### EXAMPLE OF DUTIES

- Daily scheduling of registration appointments
- Daily processing of registrants, including photograph and Livescan
- Submitting completed daily forms and schedule to Sex Crimes Detail Police Services Specialist
- Completing weekly and monthly statistics and submitting them to Sex Crimes Sergeant

#### QUALIFICATIONS

- Willingness to provide excellent customer service
- Strong written and verbal communication skills
- Ability to adapt to changing conditions in a fast paced work environment
- Proficient in conflict resolution and problem solving
- Familiarity with Tiburon and other law enforcement databases is highly desirable
- Bilingual skills are highly desirable
- Ability to work any assigned shift, including holidays, nights and weekends



#### SALARY RANGE

\$18.320 to \$25.052 per hour

#### SUBMISSION PROCEDURE

Interested candidates must submit a letter of interest and a resume with detailed work experience to:

**Sergeant Robert Gallagher**  
**Long Beach Police Department**  
**400 W. Broadway, 4th Floor—**  
**Detective Division**  
**Long Beach, CA 90802**

Or via e-mail to:

**[Robert.Gallagher@longbeach.gov](mailto:Robert.Gallagher@longbeach.gov)**

Completed applications must be received by **4:30 PM, Friday, February 12, 2016**. Those applicants determined to be the most qualified will be invited to participate further in the selection process. Applicants selected for the position will be required to successfully complete an extensive background investigation process.



#### THE DEPARTMENT

The Long Beach Police Department employs 796 sworn officers and a civilian staff of 420. The detectives and civilian staff working in the many specialized details within the Investigations Bureau are dedicated to investigating crimes, analyzing evidence, apprehending suspects, preventing abuse and promoting positive relations between officers and youth.

This information is available in an alternative format by request to the Police Department at (562) 570-7120. If you require an accommodation because of a disability in order to participate in any phase of the application process, please request when submitting your application or call (562) 570-4686. **An Equal Employment Opportunity Employer, the Police Department Values and Encourages Diversity in its Workforce.**

